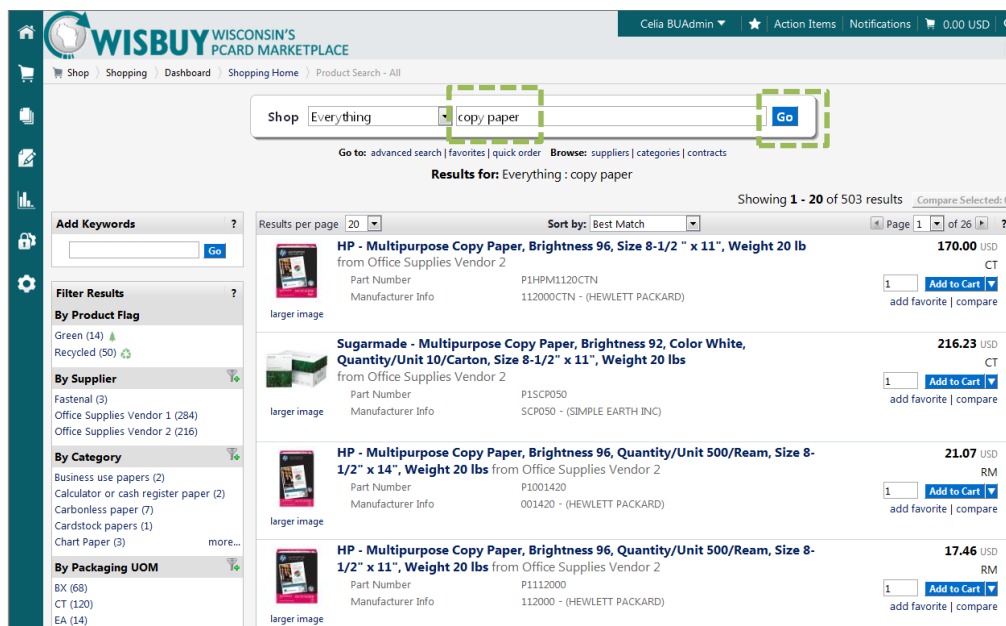


## Comparing Items from Hosted and Punchout Catalogs

In this lesson, we will demonstrate how to compare items from hosted and punch-out catalogs. WISBuy lets you compare multiple hosted and Level 2 punch-out items side-by-side. If you want to compare a hosted or Level 2 punch-out item with a regular punch-out item, then you will need to add both items to your cart and do a comparison there. This demonstration will show you both of these scenarios.

1. From the home shop page, search for **copy paper**, and then select **Go** to start the search.







The screenshot shows the WISBUY Wisconsin's PCard Marketplace interface. The search bar at the top contains the text "copy paper" and a "Go" button. Below the search bar, the results are displayed as a list of items. The first item is "HP - Multipurpose Copy Paper, Brightness 96, Size 8-1/2" x 11", Weight 20 lb" with a price of 170.00 USD. The second item is "Sugarmade - Multipurpose Copy Paper, Brightness 92, Color White, Quantity/Unit 10/Carton, Size 8-1/2" x 11", Weight 20 lbs" with a price of 216.23 USD. The third item is "HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8-1/2" x 14", Weight 20 lbs" with a price of 21.07 USD. The fourth item is "HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8-1/2" x 11", Weight 20 lbs" with a price of 17.46 USD. The left sidebar contains filter options for Product Flag, Supplier, Category, and Packaging UOM.

Item Name	Price	Unit
HP - Multipurpose Copy Paper, Brightness 96, Size 8-1/2" x 11", Weight 20 lb	170.00	USD
Sugarmade - Multipurpose Copy Paper, Brightness 92, Color White, Quantity/Unit 10/Carton, Size 8-1/2" x 11", Weight 20 lbs	216.23	USD
HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8-1/2" x 14", Weight 20 lbs	21.07	USD
HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8-1/2" x 11", Weight 20 lbs	17.46	USD

- When the search results display, select the items to compare by clicking the compare link below the quantity, and then select the **Compare Selected** button.

Showing 1 - 20 of 503 results **Compare Selected: 3**

Results per page: 20 Sort by: Best Match Page 1 of 26 ?

	<b>HP - Multipurpose Copy Paper, Brightness 96, Size 8-1/2" x 11", Weight 20 lb</b> from Office Supplies Vendor 2 Part Number: P1HPM1120CTN Manufacturer Info: 112000CTN - (HEWLETT PACKARD)	170.00 USD CT 1 <a href="#">Add to Cart</a> add favorite   remove ✓
	<b>Sugarmade - Multipurpose Copy Paper, Brightness 92, Color White, Quantity/Unit 10/Carton, Size 8-1/2" x 11", Weight 20 lbs</b> from Office Supplies Vendor 2 Part Number: P1SCP050 Manufacturer Info: SCP050 - (SIMPLE EARTH INC)	216.23 USD CT 1 <a href="#">Add to Cart</a> add favorite   remove ✓
	<b>HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8-1/2" x 14", Weight 20 lbs</b> from Office Supplies Vendor 2 Part Number: P1001420 Manufacturer Info: 001420 - (HEWLETT PACKARD)	21.07 USD RM 1 <a href="#">Add to Cart</a> add favorite   remove ✓
	<b>HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8-1/2" x 11", Weight 20 lbs</b> from Office Supplies Vendor 2 Part Number: P1112000 Manufacturer Info: 112000 - (HEWLETT PACKARD)	17.46 USD RM 1 <a href="#">Add to Cart</a> add favorite   compare

- Since these items were from a Hosted Catalog search, you can now see all of the product details side-by-side. At this point, you're pretty sure that you want this hosted item, so update the quantity desired and then select **Add to Cart**. The item has been successfully added to the cart.

[<< Back to Search Results](#)

[Add To Active Cart](#) [Go](#)


Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add to Cart	Qty 1 <a href="#">Add to Cart</a>	Qty 1 <a href="#">Add to Cart</a>	Qty 1 <a href="#">Add to Cart</a>
Product Details	Sugarmade - Multipurpose Copy Paper, Brightness 92, Color White, Quantity/Unit 10/Carton, Size 8 1/2" x 11", Weight 20 lbs	HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8 1/2" x 14", Weight 20 lbs	HP - Multipurpose Copy Paper, Brightness 96, Size 8 1/2" x 11", Weight 20 lb
Catalog No.	P1SCP050	P1001420	P1HPM1120CTN
Price	216.23 USD	21.07 USD	170.00 USD
Supplier	Office Supplies Vendor 2	Office Supplies Vendor 2	Office Supplies Vendor 2
Category	Multipurpose paper	Multipurpose paper	Printer or copier paper
UOM	----	----	----
Price per UOM	216.23 USD / unit	21.07 USD / unit	170.00 USD / unit
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Select units	<input type="text"/>	<input type="text"/>	<input type="text"/>
Category UNSPSC	14-11-15-25	14-11-15-25	14-11-15-07
Color			
Image URL	<a href="http://maxbuyer.officemax.com/shop/...">http://maxbuyer.officemax.com/shop/...</a>	<a href="http://maxbuyer.officemax.com/shop/...">http://maxbuyer.officemax.com/shop/...</a>	<a href="http://maxbuyer.officemax.com/shop/...">http://maxbuyer.officemax.com/shop/...</a>
Lead Time	2 - 3 Days	2 - 3 Days	2 - 3 Days

- Once completed, click on the “Back to Search Results” button on the top of the page.

<a href="#">&lt;&lt; Back to Search Results</a>			
<a href="#">Add To Active Cart</a> <a href="#">Go</a>			
Select			
Add to Cart	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>	Qty <input type="text" value="1"/> <a href="#">Add to Cart</a>
Product Details	Sugarmade - Multipurpose Copy Paper, Brightness 92, Color White, Quantity/Unit 10/Carton, Size 8 1/2" x 11", Weight 20 lbs	HP - Multipurpose Copy Paper, Brightness 96, Quantity/Unit 500/Ream, Size 8 1/2" x 14", Weight 20 lbs	HP - Multipurpose Copy Paper, Brightness 96, Size 8 1/2" x 11", Weight 20 lb
Catalog No.	P1SCP050	P1001420	P1HPM1120CTN
Price	216.23 USD	21.07 USD	170.00 USD
Supplier	Office Supplies Vendor 2	Office Supplies Vendor 2	Office Supplies Vendor 2
Category	Multipurpose paper	Multipurpose paper	Printer or copier paper
UOM	----	----	----
Price per UOM	216.23 USD / unit	21.07 USD / unit	170.00 USD / unit
Product Size	----	----	----
Price per Product Size Unit	----	----	----
Select units...			
Category UNSPSC	14-11-15-25	14-11-15-25	14-11-15-01
Color			
Image URL	<a href="http://maxbuyer.officemax.com/shop/...">http://maxbuyer.officemax.com/shop/...</a>	<a href="http://maxbuyer.officemax.com/shop/...">http://maxbuyer.officemax.com/shop/...</a>	<a href="http://maxbuyer.officemax.com/shop/...">http://maxbuyer.officemax.com/shop/...</a>
Lead Time	2 - 3 Days	2 - 3 Days	2 - 3 Days

- Notice that the other item does not have a price and does not have a link to add it to the cart. This item is a Level 2 punch-out item, which means to order this item, you must punch-out to the supplier’s website to view the price, put the item in the punch-out cart, and then bring that item back into WISBuy.

Results per page 
Sort by: 
Page 1 of 1 ?


**8-1/2" x 11" ASPECT 92 Bright White Copy Paper (500)** from Fastenal
[Order from Supplier](#)

Part Number: 0530487  
Manufacturer: ASPECT

PK  
[add favorite](#) | [compare](#)

Click the **Order from Supplier** link to view the item’s price on the supplier’s punch-out site.

- We are taken to the supplier’s punch-out site where we can see and search for more information about the product, including the price and availability. Select the quantity desired and then the “Add to Cart” button. Depending on the Punchout Site Settings the verbiage may not be exact, but begin the secure checkout.

**Non-Slip Robo Rubber Knee Pad w/Adjustable Strap**



**General Information**  
Fastenal Part No. (SKU): 1005896  
Manufacturer Part No.: 6988  
UNSPSC: 46181203-11  
Manufacturer: ALLEGRO INDUSTRIES  
Category: Safety > Protective Garments > Knee Pads  
Compliance:

Wholesale: \$29.55  
**Your Price:** \$22.7535 (Save 23% over wholesale)  
Quantity:  x 1 (PK)  
[Add to Cart](#)

**Availability:**  
Show Inventory Availability for my local Fastenal store  
\*This is not a standard Fastenal.com product  
[Catalog Item](#)

6. a. Click “Check Out”

Non-Slip Robo Rubber Knee Pad w/Adjustable Strap has been added to Shopping Cart X

**Shopping Cart Summary:**


Image	Description	Ext Qty	Total
	<b>Non-Slip Robo Rubber Knee Pad w/Adjustable Strap</b> <b>SKU: 1005896</b> <span style="color: orange;">Catalog Item</span>	1	\$22.75
<b>Total (USD): \$22.75</b>			

[View Shopping Cart \(1\)](#)

Continue Shopping
Check Out

6.b. Click the “Complete Checkout” or Alternative button depending on the vendor site verbiage and the cart is returned to WISBuy.

**Order Confirmation**

Qty	Image	Description	Qty/Pkg	Ext Qty	Price	Total
1		<b>Non-Slip Robo Rubber Knee Pad w/Adjustable Strap</b> <b>SKU: 1005896</b> <b>Manufacturer: ALLEGRO INDUSTRIES</b> <span style="color: orange;">Catalog Item</span>  <a href="#">Show Inventory Availability for my local Fastenal store</a>	1	1	<b>Your Price:</b> <span style="color: orange;">\$22.7535</span>	\$22.75
<b>Freight: \$0.00</b>						
<b>Total (USD): \$22.75</b>						

Back To Cart
Complete Checkout

**WISBUY** WISCONSIN'S PCARD MARKETPLACE

Shopping Cart
Continue Shopping

**Fastenal**

Product Description: **Non-Slip Robo Rubber Knee Pad w/Adjustable Strap**

Part Number: 1005896  
 Manufacturer: ALLEGRO INDUSTRIES  
 Manufacturer Part: 80891-HELLHORN 01605 (1604)  
 Manufacturer Part: 20055  
 Manufacturer Part: Alternative Parting

Unit Price: \$22.7535  
 Quantity: 1  
 Total: \$22.75

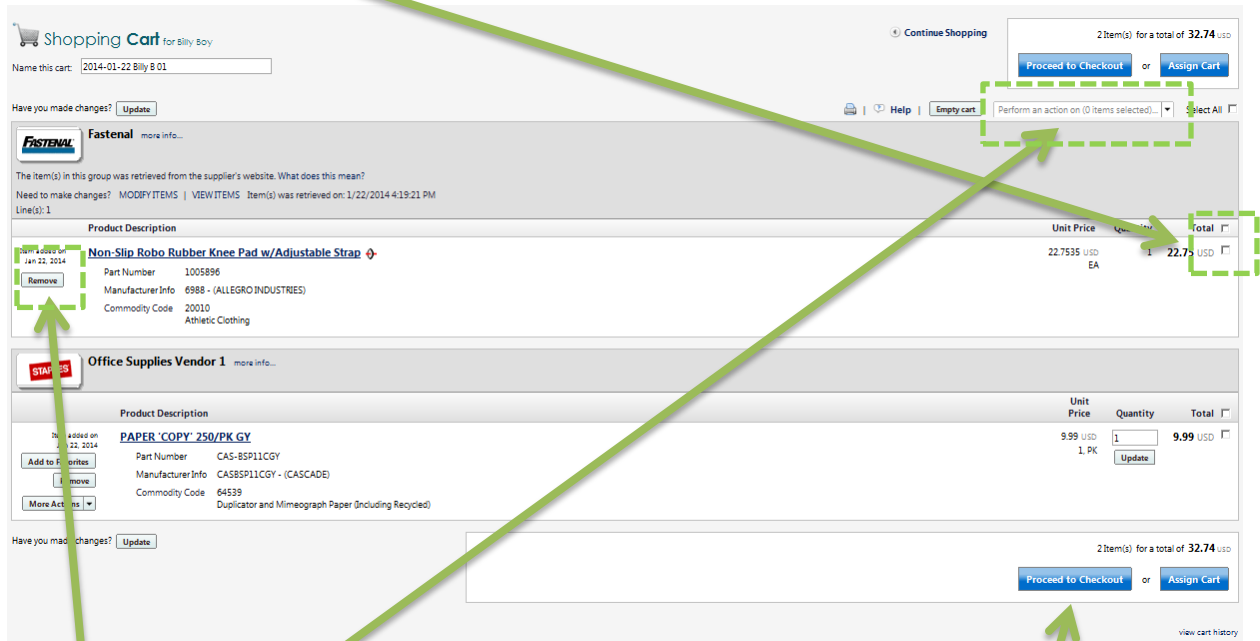
**Office Supplies Vendor 1**

Product Description: **PAPER COPY 240PK 8.5**

Part Number: C/S BP11100Y  
 Manufacturer: C/SBP11100Y (CASCAD)  
 Manufacturer Part: 80891-HELLHORN 01605 (1604)  
 Manufacturer Part: 20055  
 Manufacturer Part: Alternative Parting

Unit Price: \$9.99  
 Quantity: 1  
 Total: \$9.99

7. At this point, you can look at both the hosted item and the punch-out item to determine which item you want. If you decide that you don't want one of the items, select the checkbox next to the item



Then select **"Remove Selected Items"** from the drop-down menu or click on the "Remove" Button. The selected item has been removed, and you can now proceed to checkout as you would do with any other cart.

This concludes the lesson on Comparing Items from Hosted and Punchout Catalogs in WISBuy. For further assistance, please contact [WISBuy@Wisconsin.gov](mailto:WISBuy@Wisconsin.gov) or visit the website at [wisbuy.wi.gov](http://wisbuy.wi.gov).